WiTS BiTS
CLASSIFICATION ACTION
STEP-BY-STEP
(INCLUDING THE JC/PN REQUEST SUB-PROCESS)

1. **HR ASSISTANT OR HR SPECIALIST**

   Initiate Action
   a. Enter data (mandatory fields) and select Action Type as "Classification" when complete request has been received.
   b. Rubber stamp "Submit to Subprocess" (action closes)

2. **HR SPECIALIST**

   1) *Update Action*
   a. Open Classification action from personal worklist
   b. Enter information into Classification section at bottom of page 1
   c. Write WiTS Transaction # on corresponding hardcopy case file

   NOTE: Step "2)" below is ONLY required if JOB CODE AND/OR POSITION NUMBER REQUEST is involved – If not, SKIP to STEP "5.c."

   2) *Initiate JCPN Request*
   a. Open Classification action from personal worklist
   b. Click on **JCPN** tab
   c. Enter *JC, PN, or JC&PN* information as appropriate
   d. Rubber stamp "Initiate JC/PN Request"

3. **BRANCH PM (POSITION MANAGEMENT) REVIEWER**

   Review and submit JCPN Request
   a. Open Job Code/Position Number Request action from personal worklist
   b. Review information and edit as necessary
   c. Rubber stamp "Send to Position Management Team"

4. **PM (POSITION MANAGEMENT) TEAM (CSD/OD)**

   Process JCPN Request
   a. Open Job Code/Position Number Request action from personal worklist
   b. Enter action taken into *Position Management Team* Section of JCPN Request form
   c. Rubber stamp "Request Complete—Send Email"

5. **HR SPECIALIST**

Complete Classification Action when JCPN is issued
   a. Open Classification action from personal worklist
   b. Verify the issued *Job Code* and/or *Position Number* in the *New Position Information* section on page 1.
   c. Review page 1 to verify all relevant information has been entered and complete as necessary.
   d. Rubber stamp "Submit" to close and archive the Classification action.